

# Memorandum

**To:** ALL CONSTRUCTION SENIORS and ABOVE  
ALL RESIDENT ENGINEERS

**Date:** October 27, 2000

**File:** Construction Program  
Directive CPD 00-9

**From:** DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION PROGRAM, MS 44

**Subject:** Processing Claim Settlement Reports

Routing, approval, payment, and filing of claim settlement reports (CSR's) varies by district/region. The purpose of this directive is to standardize the processes to ensure consistency.

The previous process for routing and approval of CSR's is listed on the Delegation of Authority matrix included with CPD-00-4 "Claim Administration and Arbitration – Delegation of Authority." The process is revised to ensure that all CSR's are reviewed and recommended for approval by the Legal Service Center (legal). Participation by legal in the settlement process is appropriate to assure that the proposed settlement is legally acceptable and to maintain the confidential nature of the CSR. To assure confidentiality, the first page of the CSR will be labeled "Confidential Attorney-Client Communication." After the Construction Program coordinator recommends approval, he/she forwards the CSR to legal for their recommendation of approval.

The district shall attach the corresponding contract change order (CCO) and CCO memo to the CSR for review and authorization by the Construction Program contract reviewer (reviewer). After approval of the CSR, it is forwarded with the attached CCO and CCO memo to the reviewer. The reviewer will either provide a CCO authorization if it is subject to Construction Program approval, or issue a notification to the district CCO desk that the CCO may be approved in the district if it is not subject to Construction Program approval. The reviewer will send a copy of the approved CSR to the construction division chief. This copy will be stamped "Not for distribution or copying, all earlier drafts must be destroyed." The district should retain its copy of the CSR in confidential files, separate from the project files. If a local funding agency requests a copy, the district will forward the copy with a note specifying that it is "Not for distribution or copying, retain in confidential files."

The reviewer will separate the CCO and CCO memo from the approved CSR and retain the CSR in the Construction Program confidential files.

An updated Delegation of Authority matrix is attached. If there are any questions regarding processing CSR's or the Delegation of Authority matrix, please contact Perry Mayer of the Construction Program at (916) 653-2032.



ROBERT PIEPLOW  
Construction Program  
Program Manager

Attachment